

MATERIEL

Dispatch

LOGISTICS MANAGEMENT NEWSLETTER

*We Support
Our Troops*

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A&MM

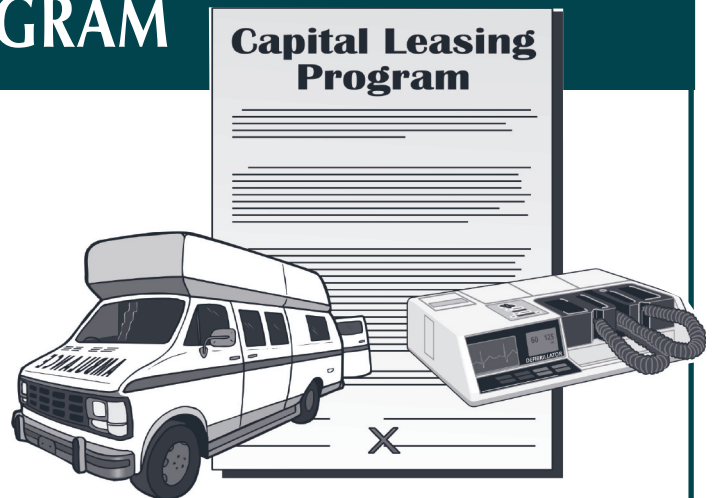
Office of Acquisition and Materiel Management

OFFICE OF ACQUISITION AND MATERIEL MANAGEMENT CAPITAL LEASING PROGRAM

If your facility or organization needs equipment that costs \$100,000 or more and you do not have enough current year funds for the expenditure, consider taking advantage of Office of Acquisition and Materiel Management's (OA&MM) Capital Leasing Program. This will spread the purchase cost over as many as 5 years. Many VA facilities and organizations are already using this program to reduce their up-front costs for expensive equipment --- everything from CT scanners and cardiac catheterization equipment to food service delivery systems and mobile health screening vans. Whether you need surgical microscopes, telecommunications equipment, or a new dictation system, the Capital Leasing Program benefits facilities and organizations that need equipment now but cannot pay the full purchase price in the current fiscal year.

Participants in the Capital Leasing Program pay for their equipment in installments --- spread out from 1 to 5 years --- under a lease-to-own arrangement with a minimal service fee to cover administrative costs. The facility or organization buying the equipment determines the length of the lease and can pay off or pay down the lease balance at any time without a penalty. This "early buyout" feature facilitates wise use of end-of-year funds and reduces the service fee cost.

The Capital Leasing Program offers other advantages too. Equipment purchased under this arrangement receives the same leveraged purchase discounts given



equipment purchased outright. Lease payments can be made from either equipment or operating funds. Finally, the lease service fee cost is low --- 5 percent on the declining balance for VA customers and 6 percent for other Government agencies.

For more information on how the Capital Leasing Program can help your facility or organization, please contact one of the following individuals in OA&MM's Office of the Chief Financial Officer:

Don Hufford
don.hufford@mail.va.gov
(202) 273-6125

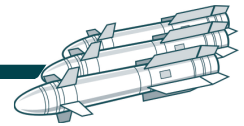
Stacey Durant
stacey.durant@mail.va.gov
(202) 273-9486

Ron Sires
ronald.sires@mail.va.gov
(202) 273-8082

Or go to the OA&MM Homepage at: <http://vawww.va.gov/oamm/financial/caplease.htm>

Steve Graves

Disposal of Ammunition



The disposition of ammunition, especially individual pieces of ammunition, can be a challenge to VA because of the potential for abuse or personal injury.

If you have full unopened boxes of ammunition for disposal, the procedure is to offer it internally to VA first. If no VA entity takes it, then you need to contact the GSA Region 8 in Denver and report the type and quantity of ammunition for disposal. If Region 8 does not process your request to dispose of your ammunition, or if you have loose or less than a full box, you are authorized to destroy the ammunition locally or through other authorized Federal or state agencies or local law enforcement agencies under the abandonment and destruction authority contained in FMR section 102-36.

VA facilities disposing of ammunition should use caution as these items are considered hazardous material. Your facility should

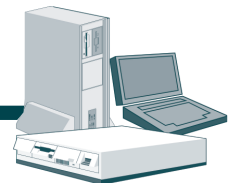
develop a liaison with local entities such as the Alcohol, Tobacco, Firearms and Explosives Bureau office, a DoD Explosive Disposal activity, or the state highway patrol and/or local police having the capability of handling the destruction of ammunition.

To the maximum extent possible, you should ensure that such property is handled in an environmentally safe manner. Due diligence shall be exercised when choosing an activity to dispose of your unwanted ammunition. If possible, the disposing activity should provide closed loop documentation concerning the final disposal action. Additionally, you should ensure the disposing activity is in compliance with all environmental laws and regulations.

Property managers should retain files documenting the disposal of excess ammunition for a minimum of 7 years.

J. Teal

Disposal of Electronic Equipment (Federal Electronic Challenge)



Disposing of electronics represents a serious environmental concern for VA and the whole country in general. Our Department has officially joined the Federal Electronic Challenge (FEC), which is a program designed to reduce the environmental impacts of our electronics through the procurement process, the daily use phase, and the end of life cycle. VA, along with other Federal agencies, has an opportunity to use its purchasing power to reduce the energy and environmental impacts of new electronic assets and to take steps to reduce the impact of the estimated 10,000

computers that the Government is discarding weekly.

As a result of VA joining the FEC, at the end of this fiscal year yes, we will be asking for your assistance in obtaining information pertaining to the following types of electronics: a. all type of computers, b. computer monitors including TVs; c. printers; d. fax machines; e. copying machines; and f. telecommunication equipment. We will be coordinating this request for your assistance through the VHA Clinical Logistics Office.

As far as computers are concerned, we encourage the use of the Computers for Learning (CFL) Program and GSA's established website to initiate your transfers. Within VA last fiscal year, there were 4,000 transfers that did not take advantage of GSA's website. If you are unable to dispose of these items through the CFL Program and you have already gone through the excess process and received an abandonment and destruction for these items, we strongly suggest the use of

UNICOR as your recycler of choice. Before transferring any VA-owned equipment, please ensure all markings and VA tags are removed. Also, we hope you are utilizing our Transportation Office when shipping this materiel.

For more information regarding the FEC, go to their website at www.federalelectronicschallenge.net.

J. Teal

NEW LOGISTICS Award

The Department of Veterans Affairs Office of Acquisition and Materiel Management (OA&MM) is proud to announce that VA has established a new award called the "Louis P. Nangeroni Award for Excellence in Logistics." This award recognizes VA employees and facilities for significant achievements in logistics operations and services and will be based on three key areas of consideration: Property Management (disposal, equipment, management, utilization, and storage); Materiel Management (inventory control, mail management, and distribution); and Materiel Handling (receiving, warehousing, freight management, distribution, and storage). Each of these areas also includes a customer service component. Nominations will be judged on their innovation, creativity, cost containment, and value to customers. Competition is open to individuals and teams. The award carries a \$5,000 monetary reward to be given to the winning individual or shared among the winning team.

The first Louis P. Nangeroni Award will be presented during the 2005 Acquisition and Materiel Management (A&MM) Week, held the first week in November and annually thereafter during A&MM Week. Mr. Nangeroni, who last served VA as the VISN 2 Network Chief Logistics Officer until his death in 2002, epitomized service to our Nation's veterans through his dedication to continually improving acquisition and logistics management. This award not only honors his memory, but it also serves as a beacon to other A&MM employees to strive for excellence in job performance. Additional details regarding the award, including the nomination period, application process, and complete list of criteria will be forthcoming and advertised widely throughout VA. Please begin to consider the enhancements made at your facility for this prestigious award.

F. Martinez

LEADING THE WAY TO A HEALTHIER ENVIRONMENT

April 22, 2005 marked the 35th anniversary of Earth Day, a major milestone in the history of this global environmental event. Gaylord Nelson, then a U.S. Senator from Wisconsin, founded Earth Day in 1970 to focus national attention on the need to improve and safeguard the health of the natural environment. Over the past three-and-a-half decades, Earth Day has led to the creation of the U.S. Environmental Protection Agency, passage of significant environmental protection legislation, and many other positive actions resulting in a considerably cleaner, healthier, and safer environment worldwide.

Leading the Way to a Healthier Environment was the Department of Veterans Affairs (VA) theme for Earth Day 2005. At the Earth Day celebration held at VA Central Office (VACO) on April 21, 2005, the Honorable R. James Nicholson, Secretary of Veterans Affairs, reflected on the leadership role the Department has taken to enhance the quality of human health and the environment. Secretary Nicholson also issued a proclamation in observance of this event, calling upon all employees and facilities to take action to continually improve the management of environmental programs and to protect and preserve the environment for this and future generations.

A highlight of the VACO event was the presentation of the *2005 VA Environmental Excellence Awards*. Secretary Nicholson, joined by Mr. Edwin Piñero, the Federal Environmental Executive, honored VA employees and facilities for efforts that resulted in significant contributions to the environment. Mr. Piñero noted the diversity and caliber of initiatives being recognized in environmental management systems, waste/pollution prevention, recycling, and sustainable design/green buildings. In his remarks, Mr. Piñero addressed the importance of sustainability and the “balance

of environmental, economic, and social elements to ensure the long term viability and availability of natural resources.”

Mr. Charles E. Roberson, Associate Deputy Assistant Secretary for Program Management and Operations, served as Master of Ceremonies for the VACO celebration, which also included a “Green Purchasing Awareness Fair.” When he invited all VA employees and guests to attend the fair, Mr. Roberson pointed out that green purchasing serves as a pollution prevention measure. The purpose of the fair was to raise awareness to the Federal requirements to buy recycled content and other “green” products, as well as to demonstrate the benefits, diversity, and availability of such products. About 20 vendors, including representatives from the Javits-Wagner-O’Day (JWOD) Program and service-disabled veteran businesses, exhibited such items as recycled content binders, paper, and office products; remanufactured toner cartridges; and soy-based cleaners. In addition, there were a variety of ergonomic products and an ultra-speed, energy efficient hand dryer on display. Approximately 325 visitors took the opportunity to meet with the vendors and learn about the wide array of environmentally-preferable products available. Similarly, the vendors were pleased to hear about the VA commitment to purchasing green products and to be able to highlight the benefits of these products.

To learn how you can continue to support Earth Day and the environment every day whether at work, at home, in the classroom, or in your local community, visit the VA Office of Acquisition and Materiel Management’s Environmental Affairs – Greening VA web site at <http://www1.va.gov/oamm/recycle> or the Federal Earth Day portal at <http://www.EarthDay.gov>.

Barbara Matos

2005 VA Environmental Excellence Award Winners

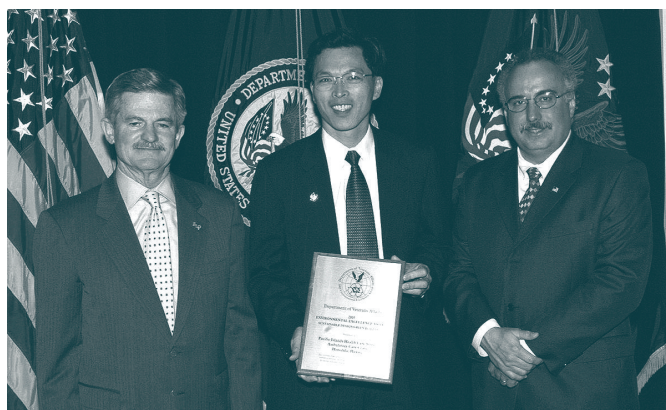


Each year, the Department of Veterans Affairs recognizes its "Environmental Protectors," those VA employees and facilities who have made significant positive contributions to the environment. The theme of VA's 2005 Earth Day observance, Leading the Way to a Healthier Environment, is exemplified in each of the award-winning projects, which follow by category:

Categories:

Environmental Management Systems

Representing the Green Environmental Management Systems (GEMS) are from I-r Charles E. Roberson, Don Campbell, Vernon Wilkes, Victoria Lay, Bill Kulas, Edwin Piñero, Diane Lynne, Secretary Nicholson, Arnold Bierenbaum, Jack Staudt, Linda Martin, Freddie Martinez, Steve Morris, Barbara Matos.

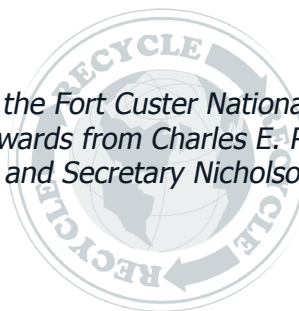


Sustainable Design/ Green Buildings

Worcester Bong accepts the 2005 VA Environmental Excellence Award on behalf of the VA Pacific Islands Health Care System from Secretary Nicholson and Edwin Piñero.

Recycling

Winners from the Fort Custer National Cemetery accept their awards from Charles E. Roberson, Edwin Piñero, and Secretary Nicholson.





Gregory L. Winters accepts the 2005 VA Environmental Award on behalf of the VHA Office of Facilities Management – Environmental Programs Services from Secretary Nicholson and Edwin Piñero.

Waste/Pollution Prevention (Co-winners)

Keith Bednar accepts the 2005 VA Environmental Award on behalf of the William S. Middleton Memorial Veterans Hospital from Secretary Nicholson and Edwin Piñero.



Exchange/Sale Issues

As a result of some questions that have arisen recently regarding exchange/sale of unrequired equipment, we would like to provide the following information. The first issue is can exchange/sale be used for leased equipment? The answer is yes if it is replacement equipment. As outlined in the Federal Management Regulation, exchange/sale is used to offset the cost of replacement personal property acquired. The term "acquired" is the key word. In the Federal Management Regulation, Subpart A, 102-39.20, the term acquire is defined as to procure or otherwise obtain

personal property, including by lease. But remember, it must be replacement property.

The second issue is do you have to report replacement property to GSA that is intended to be used as exchange or commonly known as trade-in? Federal Management Regulation 102-39.40 states, if you have property to be replaced which is eligible for exchange/sale, you should, to the maximum extent practicable solicit Federal agencies known to use or distribute such property. GSA may know of an

(continued on page 8)

(continued from page 7)

agency interested in the property. If a Federal agency is interested in acquiring and paying for the property, you should arrange for a reimbursable transfer.

There should be an attempt to redistribute replacement property prior to entering into a contract for new property with the intent of using VA property as an exchange.

Contracting personnel should be working closely with property personnel prior to writing a contract to use exchange/sale authority.

If you have any questions regarding this topic, please contact Linnie Baker at 202-273-6109.

L. Baker

How Did You Celebrate Earth Day 2005?

VA employees and facilities across the country celebrated Earth Day 2005 in a variety of ways that both reflected a strong commitment to the environment and focused on local environmental programs. Here are just a few examples:

Employees at the **Fargo, North Dakota VA Medical Center and Regional Office Center** continued their tradition of hosting "Earth Week," a week-long celebration filled with fun and informative events. Patients, staff, volunteers, visitors, and the public were invited to participate in such activities as environmental seminars, Reusable Cup Day, and the 10th Annual Earth Day Grounds Clean-up. Participants were given opportunities to win prizes for their recycling and clean-up efforts. All employees and visitors who stopped by the facility's recycling display received a recycled-content rubber jar gripper imprinted with the slogan, "Get a Grip on Recycling! Reduce, Reuse, Recycle." The grippers were a hot item, with more than 250 being distributed. A popular seminar speaker was Jim Collins, an environmental scientist from the North Dakota Health Department, who talked about watersheds and the impact of personal choices on the environment. Although the day of the grounds clean-up

was cold, windy, and wet, approximately 45 environmental die-hards showed up. Those "tough" employees grabbed gloves, trash bags, and a pointy stick and were directed out over the facility grounds to pick up litter. In a show of appreciation, they were treated to a grilled burger and picnic lunch.



Mike Gunderson of the Fargo, North Dakota, VA Medical Center and Regional Office Center is one of approximately 45 employees who participated in the facility's grounds clean-up in observance of Earth Day 2005.

The **Veterans Benefits Administration Philadelphia Information Technology Center (ITC)** focused their second annual Earth Day celebration on a key natural resource – the sun – its benefits and harmful effects. The ITC's "Earth Day Room" was filled with relating decorations, displays, and activities. In keeping with the theme, each employee who stopped by was given a pair of VA ITC 2005 Earth Day sunglasses and an informational packet developed by the U.S. Environmental Protection Agency entitled, "The Burning Facts," along with a skin cancer quiz. Employees tested their knowledge in educational games, including an Environmental Hazards Word Match. Winners received recycled-content baseball caps embroidered with a sun logo and the slogan, "Earth Day - Every Day." One display featured the new Building-Wide Fluorescent Bulb Recycling Program, implemented this year as a result of a combined effort between the ITC and the General Services Administration. The display provided information on managing mercury-containing products in an environmentally sound way. Employees also were treated to a variety of organic snacks served on recycled-content paper plates. The Earth Day Room

was reopened the following week for "Take Your Children to Work Day." Approximately 75 children visited the room where they received Earth Day sunglasses, participated in the environmental education activities, and had the opportunity to win the Earth Day "sun" baseball cap. The Philadelphia ITC was recognized as a Bronze Medalist in the 2005 Federal Executive Board's Excellence in Government Awards Program.



The VA Philadelphia ITC's "Earth Day Room" featured colorful and environmentally-friendly decorations, displays, activities, giveaways, and prizes.

An Open House was the Earth Day highlight at the **Buffalo, New York VA Medical Center**. Employees there used the event as an educational and awareness tool in starting up their Green Environmental Management System (GEMS) Program. Earth Day efforts were not limited to the work place. VA employees demonstrated environmental stewardship by riding their bikes to work, enlisting colleagues to help



clean up the beach, and taking part in river clean-ups.

It's not too late to share your Earth Day activities with your VA colleagues. Send a brief description and one or two digital photos, where available, to Barbara Matos at barbara.matos@va.gov. For ideas on events and activities to celebrate Earth Day 2006, visit vaww1.oamm/recycle or www.earthday.gov.

Barbara Matos

UPDATE ON METRICS!

The Office of Acquisition and Materiel Management (OA&MM) recently met with the Department of Commerce concerning the Metrics Program. Metrication within the Federal Government has been at a standstill since 1998. This is due to the fact that Commerce has been primarily focusing on civilian manufacture's regarding the conversion to metrics in lieu of a continued push to use metrics within the Federal agencies. The transition to the metric system in the United States is voluntary, with industry deciding when it is most convenient and advantageous to make the change. Since 1992, the Federal Packing and Labeling Act (FPLA) has required consumer package labels to list both metric and inch-pound units. A key objective of the FPLA is to remove regulatory barriers to increase use of the metric system. Since January 1, 2000, the Uniform Packing and Labeling Regulation, as adopted by the National Conference on Weights and Measures, allowed the option of metric only quantity declarations on consumer packages. In countries where metric measures only are required on package labels, or where supplementary units are allowed but not preferred, having to list both metric and inch-pound units can impose a technical barrier to market acceptance of U.S. products. Permitting U.S. labelers to use only metric measures on all products labels removes that barrier. The metric system "is" the preferred system of measurement in the United States. It is the official, only, or predominate measurement system used throughout the rest of the world for consumer package declarations. Additionally, after January 1, 2010, the European Union (EU) will require that all consumer packages marketed in the EU be labeled in only metric units. The global nature of the marketplace means that this requirement will have an impact on the U.S. market and U.S. and European



companies. Allowing American companies the option of metric only labeling for the U.S. market will make U.S. packages more competitive in the global marketplace, thereby, preserving U.S. jobs and holding down prices.

Also, reporting on your facilities progress in the implementation of metrics is still required; however, the annual reporting format has been simplified and will be forthcoming to all field activities as soon as possible.

Hopefully this update will assist you in further understanding the significance of the Metric Program and how it affects our global economy. If you have any questions or concerns about metrics in general, please call James Teal at 202-273-5873.

J. Teal

SUPPLY FUND

PRESERVATION OF EXPIRING FUNDS ---1VA + PROGRAM

As the end of fiscal year 2005 approaches, the 1VA + Program can give your expiring funds life.

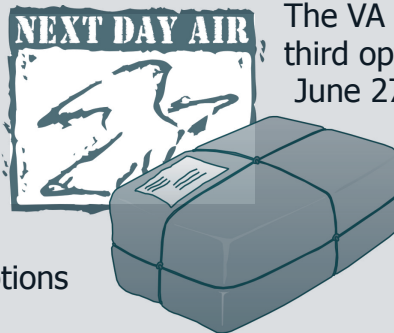
The 1VA+ Program allows you to carry expiring obligation authority over to future years for a current bona fide need. If appropriated funds cannot be obligated before September 30, this program allows you to place those funds in a 1VA+ Agreement. The agreement holds the funds for the current bona fide need up to 4 years. For example, Fiscal Year 2005 agreements expire 9/30/09.

The 1VA+ Program can be used for the procurement of supplies, services, or

VA DOMESTIC EXPRESS SMALL PACKAGE DELIVERY SERVICE BPA

To save tax payer dollars, Department of Veterans Affairs (VA) shippers should ship non-critical non time-sensitive letters and small packages through the U.S. Postal Service (USPS) whenever possible. However, whenever your packages require expedited delivery services, use the level of express delivery service that will meet your need but not exceed it. The VA domestic express delivery services blanket purchase agreement (DOMEX BPA) is a tool that can be counted on when your service requirement is for premium day-definite, time-definite domestic express delivery. Use of express delivery services that exceed your need is a waste of money.

Using the VA DOMEX BPA number 10-049A3-032 is significantly more cost effective than either commercial or other Government agency's contracts. The rates are substantially lower than commercial rates and are 15 to 19 percent lower than GSA's FSS DOMEX contract rates. VA's DOMEX BPA offers a variety of options



for VA DOMEX BPA users to deliver express shipments between any two points within the 50 states and Puerto Rico. Express Small Package and Express Heavyweight delivery services included in the VA DOMEX BPA are Express Same Day, Next Day, Second Day, Third Day, and accessorial services offered to the general public.

VA committed its total express small package shipment volume to this agreement to achieve the discounts. To enforce the agreement, VA issued a Notice of Mandatory Use of the VA DOMEX Small Package BPA that contains department-wide policy on the mandatory use of the VA DOMEX BPA. The agreement requires FedEx account holders to use the VA DOMEX BPA when domestic small package express services are needed to fulfill small package delivery service requirements.

The VA DOMEX BPA is currently in its third option year from June 27, 2005, through June 26, 2006.

The final option year for this agreement starts June 27, 2006, through June 26, 2007.

Charles Paige

(Supply Fund continued)

equipment. Examples include: Information Technology Projects, Telecommunication Projects, Activation and other Equipment, or possibly larger programs that require longer planning or site development lead time. The program cannot be used for construction, non-recurring maintenance, payroll, travel, and severable contracts.

The Supply Fund currently has agreements that begin as low as \$8 thousand to a high of \$30 million; therefore there is no set dollar amount. A one-time Supply Fund service fee of 1 percent covers the 1VA + Program administrative cost (this is much lower than the GSA FEDSIM program which is limited to information technology (IT) procurements).

OA&MM MATERIEL DISPATCH

VA has special provisions for IT agreements. The 1VA + Agreements for IT require an additional approval by the VACIO here in Central Office before they can be officially approved. This approval process can take as little as 30 seconds.

For more information or questions concerning the development or agreement language, feel free to contact one of the members of the Supply Fund Finance Team: Gary Snellings at 202-273-6103, Stacey Durant at 202-273-9486, Don Hufford at 202-273-6125, or Ron Sires at 202-273-8082.

Steve Graves

We encourage all constructive comments and recommendations on how to better serve our customers. Information and articles for publication are welcomed and should be sent to:

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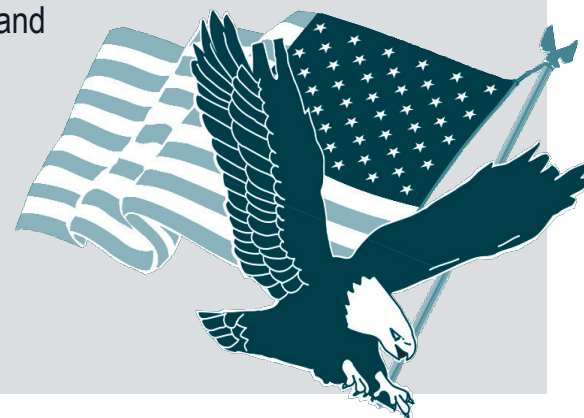
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